

CO-OPERATIVE HOUSING FEDERATION OF CANADA
POLICIES AND PROCEDURES MANUAL

DATED ISSUED AND/OR AMENDED:
May 2000

NUMBER:
2.2.1

APPROVED BY:
Board of Directors

SUBJECT:
Manitoba Advisory Forum — Terms of Reference

1. Purpose

The Forum exists to:

- Provide a formal structure for liaison between CHF Canada and its members in Manitoba.
- Provide a vehicle for networking among the staff and members of Manitoba housing co-ops and the broader co-op movement in Manitoba.
- Offer a vehicle through which member housing co-ops in Manitoba can address their concerns to CHF Canada and participate in the formulation of policies and other decisions affecting them.
- Provide a means for the election of the Manitoba Regional Director to the CHF Canada board.
- Represent the views of CHF Canada and its Manitoba members to all levels of government in Manitoba.

2. Composition

All member housing co-operatives in Manitoba are eligible to appoint two (2) representatives to the Forum. Members are encouraged to appoint a senior elected official and a senior staff person as their representatives.

The Manitoba Regional Director and any other CHF Canada director who lives in Manitoba will also be a member of the Forum.

3. Forum Meetings

The Forum shall meet at least twice per year at a time and place to be agreed by the members. All co-ops are invited to attend Forum meetings. Non-members may attend in a non-voting capacity.

The rules set out in CHF Canada's by-laws for members meetings will apply to meetings of the Forum.

4. Executive of the Forum

The Forum shall elect three (3) to five (5) members to serve as its Executive between Forum meetings.

The Executive will appoint a Chairperson and a Vice-Chairperson who together will co-ordinate meetings of the Executive, carry out duties assigned by the Executive and provide the necessary co-ordination among the Executive, the Forum, CHF Canada, and any CHF Canada employees in Manitoba.

5. Meetings of the Executive

The Executive shall meet as required at a time and place designated by the Chairperson and the Vice-Chairperson.

6. Role of the Executive

The Executive will:

- Monitor the budget and finances of the CHF Manitoba Office.
- Consult regularly with CHF Canada's Manitoba Regional Director and any other directors elected from Manitoba on matters related to the Manitoba office or to CHF Canada generally

7. Staff Liaison to the Forum

The Director of Operations, Manitoba Office will be the staff liaison to the Forum, the Executive, and the Chairperson and Vice-Chairperson. This position is under the direct supervision of the Director, Corporate Affairs; however, the Director of Operations, Manitoba Office will consult regularly with the Forum and its executive on the activities, programs and services of CHF Canada in Manitoba.